

**MIDDLEBURG MUNICIPAL AUTHORITY**

**“MINUTES”**

**Tuesday, April 8, 2025, at 6:00 pm**

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**Members Present:** Dwayne Hackenberg/Chairman, Scott Herbster/Vice Chairman, Scott Brouse, Brian Pauling, Douglas Hassinger, Scott Reigle, and Tim Folk

**Others Present:** Dustin Zechman/Municipal Authority Manager, Jodie Sheaffer/Secretary, Joseph Pfirman/Engineer via telephone. Absent was Robert Slivinski/Solicitor

**Public Present:** Beau Hoffman/Borough Solicitor, Donald Zechman/Borough President, Gary Thomas/Borough Council Member

**CALL TO ORDER:** Middleburg Municipal Authority meeting called to order by Dwayne Hackenberg/Chairman at 6:00 p.m.

Motion made by Douglas Hassinger and seconded by Scott Brouse to approve tonight’s meeting agenda. Motion carried unanimously.

Motion made by Brian Pauling and seconded by Douglas Hassinger to approve March 11, 2025, meeting minutes as presented. Motion carried unanimously.

Motion made by Tim Folk and seconded by Scott Reigle to approve March 27, 2025, special meeting minutes as presented. Motion carried unanimously.

**BOROUGH MMA COMMITTEE:**

Beau Hoffman/Borough Solicitor presented a letter to the Municipal Authority regarding the Management Agreement between Middleburg Borough and the Middleburg Municipal Authority. After discussion, a meeting between the committees from Borough and Authority along with legal counsel was set for April 29, 2025, at 6:00 pm in the Middleburg Borough office

**REPORTS:**

**Engineer - Joseph Pfirman (Larson Design Group, Inc.)**

- **Middleswarth Wastewater Discharge Permit:** Joseph Pfirman/Engineer reported on the laboratory results for March 2025. An invoice will be sent to Middleswarth for the permit violations.
- **Middleburg and Kissimmee UV Disinfection systems:** Joseph Pfirman/Engineer reported Larson Design Group, Inc. will survey the existing inverts for new UV Channel and topography from the plant to the levee per Dustin Zechman/Municipal Authority Manager.
- **Sewage Collection System Rehabilitation Project:** Joseph Pfirman/Engineer reported PENNVEST loan application was settled on April 3, 2025, with approved loan amount of \$1,108,562.00. The preconstruction meeting with Sikora Brothers Paving, Inc. is scheduled for April 23, 2025, at 10:00 am in the Middleburg Borough office.

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- **Chapter 94:** Joseph Pfirman/Engineer reported the Middleburg and Kissimmee Wastewater Treatment Plants Chapter 94 reports were submitted on March 24, 2025.
- **PA Small Water & Sewer Program:** Joseph Pfirman/Engineer is working on the application for the PA Small Water & Sewer Program, which is due April 30, 2025. Joseph Pfirman/Engineer presented an Authorized Official Resolution for the PA Small Water & Sewer Program application with Jodie Sheaffer/Secretary signing on behalf of the Authority. After review motion made by Tim Folk and seconded by Scott Herbster to approve the Authorized Official Resolution for the PA Small Water & Sewer Program application. Motion carried unanimously. Discussion was held about requesting support from local politicians for the PA Small Water & Sewer Program application. Jodie Sheaffer/Secretary will reach out to the local politicians for their support.

**Municipal Authority Manager – Dustin Zechman**

Dustin Zechman/Municipal Authority Manager reported Rebecca Smith, seller of 179 W. Willow Avenue, contacted him regarding the final payment for the property. After discussion, Jodie Sheaffer/Secretary will reach out to Robert Slivinski/Solicitor regarding the payment.

Dustin Zechman/Municipal Authority Manager presented a quote in the amount of \$7,750.00 from Right On Q for an ADA ramp, sidewalk, curb, and river stone for the property at 179 W. Willow Avenue. After discussion, motion made by Scott Herbster and seconded by Brian Pauling to approve the quote from Right On Q for an ADA ramp, sidewalk, curb, and river stone for the property at 179 W. Willow Avenue using funds from the Water PLIGIT account. Motion carried unanimously.

**Secretary – Jodie Sheaffer**

Jodie Sheaffer/Secretary presented an updated Appendix 7 from Robert Slivinski/Solicitor for the Rules and Regulations regarding the sewer EDU's. After discussion, motion made by Tim Folk and seconded by Brian Pauling to adopt the updated Appendix 7 from Robert Slivinski/Solicitor for the Rules and Regulations regarding the sewer EDU's. Motion carried unanimously.

Jodie Sheaffer/Secretary presented a Water Application for service at 243 Coonhunter Road. After discussion, motion made by Tim Folk and seconded by Scott Brouse to approve the Water Application for service at 243 Coonhunter Road. Motion carried unanimously.

Jodie Sheaffer/Secretary presented a Water Application and Sewer Application for service at 631 Paxtonville Road. After discussion, motion made by Scott Herbster and seconded by Douglas Hassinger to approve the Water Application and Sewer Application for service at 631 Paxtonville Road. Motion carried unanimously.

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Jodie Sheaffer/Secretary reported there was a customer billing error in the 4<sup>th</sup> quarter of 2024 and 1<sup>st</sup> quarter of 2025, with an overpayment received for water and sewer. After discussion, motion made by Scott Brouse and seconded by Scott Reigle to approve a refund of the overpayment to the customer for the billing error in the 4<sup>th</sup> quarter 2024 and 1<sup>st</sup> quarter of 2025. Motion carried unanimously.

**EXECUTIVE SESSION:**

The Municipal Authority entered an executive session at 6:55 p.m. to discuss legal matters. Chairman, Dwayne Hackenberg called the meeting back to order at 7:36 p.m. No action was taken.

With no further comments or questions, motion made by Douglas Hassinger and seconded by Brian Pauling to adjourn tonight's meeting at 7:37 p.m.

Respectfully Submitted,  
Jodie Sheaffer  
Secretary